



Viewpoint Housing Association Ltd.  
4 South Oswald Road  
Edinburgh EH9 2HG

## Board Meeting

**Paper 00, 13 November 2024**

Agenda for a private meeting of the Board to be held on 13 November 2024 at 4.00pm at Viewpoint Head Office. Coffee & Sandwiches available at 3.30pm.

The meeting is scheduled to close at 6.00pm (Timings shown are approximate)

## Board Members

Mr T Roehricht (Chair)	Ms L Anderson (LA)
Mr D McIntosh (Vice Chair)	Ms P Russell (PR)
Mr J Clyne (JC)	Mr L Parry (LP)
Mr S Robertson (SR)	Ms J Brown (JB)

## Observer

Mr Martyn Kerr

## Attending

Jean Gray, Chief Executive (CEO)  
Howard Vaughan, Director of Finance & Business Support (DFBS)  
Tom Hainey, Director of Assets (DA)  
John Turnbull, Head of Housing (HH)  
David Aitken, Head of Finance (HF)  
Simon Haile, Head of Assets (HA)  
Megan Macdonald, Governance & Compliance Officer (GCO) (minute taker)

## Apologies

## Agenda

Item	Subject	Lead	Paper	Est. Time
1.	Welcome to Board Meeting / Introductions/ Declarations/Conflict of Interest	Chair	N	5
<b>Board &amp; Administrative Matters</b>				
2.	Minutes of previous meeting and matters arising:			
a.	Minutes of Board meeting 09 October 2024	Chair	Y	5

b. Outstanding Actions Log	Chair	Y	5
c. FRAC Update (verbal)	DM	N	10

### Strategic Matters – Decision

#### 3. Finance Papers

a. Proposed Rent & Service Charge Consultation	CEO	Y	15
b. Management Accounts to 30 September 2024	HF	Y	10
c. Q2 Reforecast 2024/25	HF	Y	10
d. Draft Budget 2025/26 (including proposed salary increases)	DFBS	Y	15

### Matters for Discussion, Noting & Approval

4. CEO Update Report	CEO	Y	10
5. Performance Report 2024-25 Q2	DFBS	Y	10
6. Governance Report	DFBS	Y	5
7. Policies	DFBS	Y	15
a. New Model Code of Conduct for Governing Body Members			
b. Supporting Guidance to the Code of Conduct for Board Members			
c. New Model Code of Conduct for Staff			
d. Further Guidance on Implementing Model Code of Conduct for Staff			
e. Board Members Policy Pack			
f. Freedom of Information Scotland Act Policy			
g. Environmental Information (Scotland) Regulations Policy			
h. Record Management Policy			

#### 8. AOCB

Please advise Chair prior to start of formal meeting	Chair		5
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**Date of Next Meeting – 18 December 2024 @ 4.00pm**